

**CHARTER
of the
KLAMATH INVENTORY & MONITORING NETWORK
BOARD OF DIRECTORS**

INTRODUCTION

This charter describes the process used to plan, manage, and evaluate the monitoring program within the Klamath Network in accordance with the intent and purpose of the National Park Service (NPS) Natural Resource Challenge (NRC). The NRC strategy requires the development of an integrated monitoring program that addresses short-term and long-term monitoring of ecosystem health. This program will provide scientifically credible information for managing park resources and informing the public. It will allow managers to confront and mitigate threats to the parks and operate more effectively in regulatory, legal, and political arenas. The Board of Directors represents Superintendents from the 6 parks within the Klamath Network and is charged with oversight of the Network's vital signs monitoring program.

The Klamath Network comprises 6 NPS units in northern California and southern Oregon. Procedural and reporting requirements will be coordinated at the Network level, adhering to guidelines established by the WASO and National Inventory and Monitoring (I&M) program.

<i>KLAMATH NETWORK</i>	Crater Lake National Park Lassen Volcanic National Park Lava Beds National Monument Oregon Caves National Monument Redwood National Park Whiskeytown National Recreation Area
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The Board of Directors will provide organizational and administrative guidance for the Klamath Network Program, while fostering an atmosphere of professionalism and cooperation throughout the Network. The Board of Directors will provide leadership to ensure that park staff are aware of and committed to the success of the Inventory and Monitoring Program, and that I&M Staff, in turn, are kept abreast of park concerns. It will pursue a holistic approach to implementing the Network I&M program, ensuring that its activities employ the highest scientific standards while addressing park-specific management needs.

BOARD OF DIRECTORS MEMBERSHIP

The membership of the Board of Directors shall include all six Superintendents from the Klamath Network parks. In addition, two Natural Resource Chiefs will participate on the board as voting members. The Natural Resource Chiefs shall rotate each year. Terms for the two voting Natural Resource Chiefs shall begin on December 1 of any given year and end on November 31 of the following year.

Term of Resource Managers on Board of Directors (FY 2003-FY 2022)

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		2003		2004		2005		2006		2007		2008		2009		2010		2011		2012	
		2013		2014		2015		2016		2017		2018		2019		2020		2021		2022	
		2022																			

Additional permanent nonvoting members of the Board of Directors shall include the Pacific West Region I&M Coordinator, the Network I&M Coordinator, and a Cooperative Ecosystem Studies Unit (CESU) representative. The Network I&M Coordinator shall facilitate meetings and forward important communications to members.

RESPONSIBILITIES OF THE BOARD OF DIRECTORS

The major responsibilities of the Board of Directors shall be:

- To promote accountability and effectiveness by guiding organizational and administrative development of the Klamath Network I&M Program.
- To provide review of the design and implementation of Vital Signs Monitoring to ensure that the program is relevant to natural resource management issues within the parks, as well as the comprehensive servicewide I&M Program requirements.
- To recommend strategies for leveraging funds and personnel to best accomplish the monitoring objectives.
- To provide review of monitoring plans, annual network budgets, and personnel selections.
- To solicit professional guidance from and partnerships with other individuals and organizations.

PROCEDURES

Board Meetings: Formal Board meetings will occur annually in the first week of December. Additionally, 3 members can jointly request meetings of the Board when determined necessary and appropriate. Formal meetings will require that a written agenda be distributed at least 2 weeks before the meeting. At the end of each meeting, members of the Board responsible for arranging the logistics and agenda for the next meeting will be designated. Telephone conference meetings and electronic mail messages will provide information to all members throughout the year. The Klamath Network I&M Program will pay travel costs of board members, as appropriate.

Alternates and Quorums: Any Board member who cannot attend or otherwise participate in a meeting will provide an alternate. A Superintendent can be replaced by a Natural Resource Chief from the same park to ensure participation of each park each year. A voting Natural Resource Chief can designate another Chief in the network as an alternate. Five board members constitute a quorum.

All decisions will be made by consensus. Consensus is defined as an outcome that all Board members can live with, even if it is not ideal from any single viewpoint. If the Board cannot reach a consensus decision, the matter will be referred to the Associate Regional Director of Resources and Science, along with a short summary of each viewpoint. All recommendations will be documented with responsible individuals and deadlines identified, as appropriate. Meeting minutes will be distributed to all Board members, the Superintendents of all network parks and Science Advisory Committee members.

SCIENCE ADVISORY COMMITTEE MEMBERSHIP

A Science Advisory Committee comprised of natural resource managers and subject matter experts, both within and outside the NPS, will be formed to provide technical assistance and advice to the Board and network parks. The committee will include the Network I&M Coordinator, Resource Managers from each of the 6 parks, and the Pacific West Region I&M Coordinator. In addition, scientists with knowledge of sampling procedures, monitoring techniques, and statistical methods will serve as reviewers, evaluating conceptual designs, monitoring strategies and ecological relevance of monitoring proposals. The composition of the Science Advisory committee will be approved by the Board, and the Network I&M Coordinator will chair its meetings and coordinate its efforts.

Responsibilities of the Science Advisory Committee include:

- Advising network parks in the development of the Network Monitoring Plan and identification of monitoring objectives by:
 - Compiling and summarizing existing information about park resources and the findings and recommendations of any scoping workshops.
 - Development of a network monitoring strategy.
 - Selection of Vital Signs, such as indicator species, communities, and processes.
 - Evaluating initial sampling designs, methods and protocols to assure they are scientifically credible.
- Reviewing annual data reports and interpretation as well as participating in the preparation of the Annual Work Plan and Annual Report.
- Developing materials for and facilitating the Five Year Program Review.

The products and recommendations of the Science Advisory Committee will be presented to the Board for discussion, modification, and final approval. The Board may form a standing Information and Education Committee comprised of interpretation, education, and public affairs staff at a later date.

When needed, the Board, the Science Advisory Committee, or the Network I&M Coordinator may form groups of specialists to work on a particular task or a particular sub-program area.

Each year the Network I&M Coordinator, with the assistance of the Science Advisory Committee, will prepare a budget to be approved by the Board of Directors for the travel, per

diem, and any other costs associated with the conduct of meetings. These costs will be summarized in the Annual Work Plan.

Monitoring Plan: A monitoring plan that identifies the management and scientific issues facing each park, the Vital Signs to be monitored, where they will be monitored, and why they will be monitored shall be prepared by the Science Advisory committee and approved by the Board. In addition, the monitoring plan will specify the overall sampling design, staffing plan, and data management strategy.

Annual Work Plan: The Network I&M Coordinator will present a proposed Annual Work Plan to the Board for discussion, modification, and approval no later than November 15th of each year. The Annual Work Plan will identify specific projects, responsible individuals and deadlines, I&M program budget, anticipated accomplishments and products, to which park or office funds are assigned, and additional and potential funding sources (both NPS and others).

Annual Report: The Network I&M Coordinator will present an Annual Report to the Board for discussion, modification, and approval by November 15 of each year. The Annual Report will detail specific accomplishments and products, lessons learned, coordination with other projects supported by alternate funding sources, and a budget summary. A detailed accounting of the utilization of all I&M program funds assigned to each park and office will be appended to the Annual Report. This Annual Report will be widely distributed and posted at appropriate websites on the Internet. The Annual Report will be released no later than January 31 of each year.

Five Year Program Review: Beginning at the end of fiscal year 2009 and every 5 years thereafter, the BOD will undertake a comprehensive program review to be conducted by national and regional NPS specialists as well as qualified independent specialists from other agencies and organizations. The purpose of this review will be to evaluate accomplishments and products, protocols used for gathering data, data management, fiscal management, and staffing. The program review shall provide the principal basis for any significant changes in program direction as well as reassignment of resources to any park or office.

Funding: The Klamath Network is scheduled to receive inventory funds in FY 2003 and 2004. The Klamath Network is scheduled to receive monitoring funds in FY 2004.

COORDINATION

To be most effective, the Board will need to maintain a close working relationship with the Resource Managers of each park in the network, members of the Science Advisory Committee, the Pacific West Region I&M Coordinator, and the Network I&M Coordinator. Board meetings are open to all of the above. Board members are encouraged to participate in and/or keep informed with respect to the work of the Science Advisory Committee. The Network I&M Coordinator will be expected to provide regular briefings (by memoranda, electronic mail or telephone conference) to the Board.

The Pacific West Region I&M Coordinator will provide professional supervision to the Network I&M Coordinator with direct input from the Science Advisory Committee. The Science Advisory Committee will participate in annual performance evaluations.

MEETING AND OFFICE LOCATION

The office of the Network I&M Coordinator and Network Data Manager will be located at Southern Oregon University in Ashland, Oregon. The Board meetings will rotate locations annually to best distribute the travel requirements among the park and network staff.

PARTNERSHIPS

The Network I&M program may evolve to include or interface with other land and resource management agencies (e.g. Federal, State, or Tribal) in the Klamath Network area. The Monitoring Plan will identify where it may be advantageous or desirable to expand Board membership to include non-NPS participants. In no case will this be done without unanimous approval of the Board as well as approval by the Associate Regional Director of Resources and Science. Nonfederal partners will participate in occasional strategy meetings, but they will not form permanent members of standing committees.

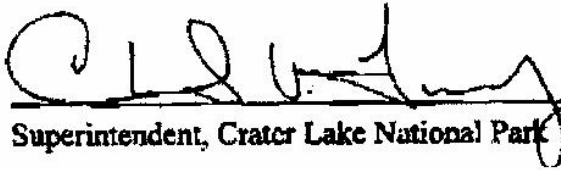
REPORTING

Minutes of Board and Science Advisory Committee meetings will be circulated by the Network I&M Coordinator to all network park superintendents, resource managers and the Pacific West Region I&M Coordinator. Copies of the Annual Work Plan, Annual Report and Monitoring Plan will be circulated to all network park superintendents, resource managers and the Pacific West Region I&M Coordinator. The Network I&M Coordinator will be responsible for maintaining the administrative record. An Annual Administrative Report and Workplan will be prepared in Fall of each year to summarize the year's accomplishments and to outline the following fiscal year's activities. The Annual Administrative Report and Workplan will be due to the PWR I&M Coordinator by January 7th of each year.

AMENDMENT

The Board may make amendments to this charter at any time. All Board members will be provided a 30-day advanced notice of any proposed amendments before they will take effect.

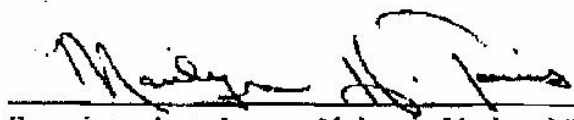
APPROVAL SIGNATURES


Superintendent, Crater Lake National Park


2/24/03
Date


Superintendent, Lava Beds National Monument


2-25-03
Date


Superintendent, Lassen Volcanic National Park

02/24/03
Date


Superintendent, Oregon Caves National Monument

2/27/03
Date


Superintendent, Redwood National and State Parks

2/21/03
Date


Superintendent, Whiskeytown National Recreation Area

3/13/03